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Support, Referral & Information for Families
Local networks of high quality, integrated services
that support families and young people at risk.

# FuSioN User Guide

## Active Holding

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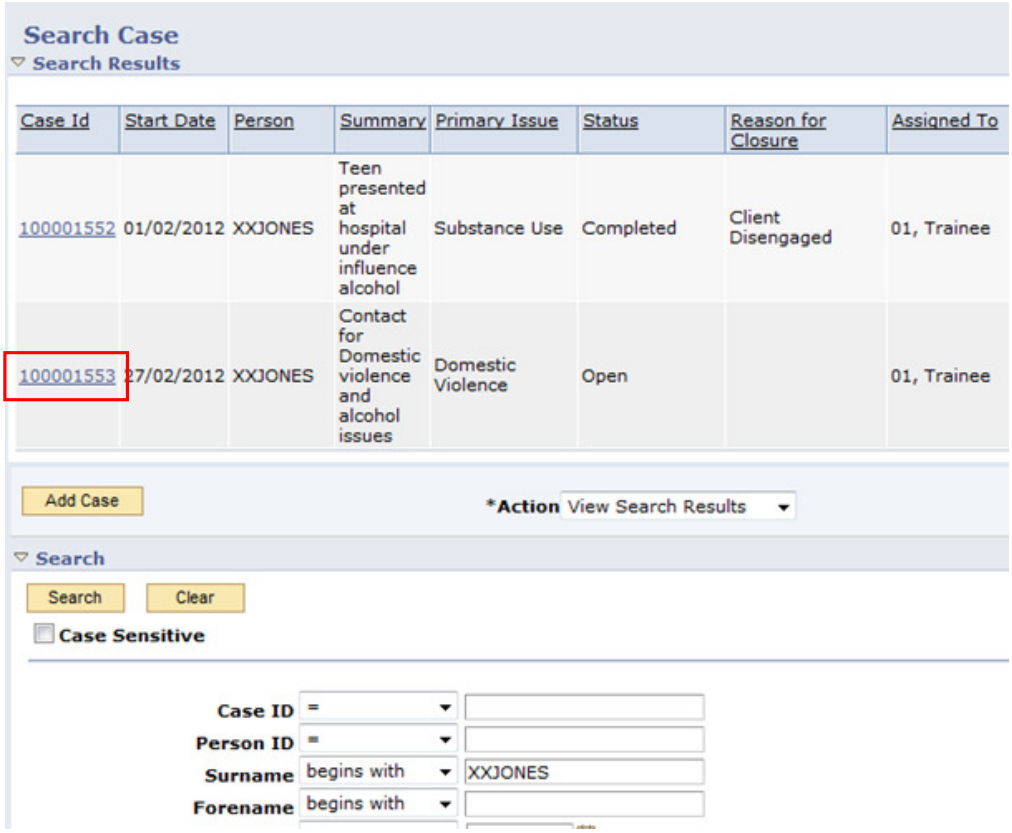
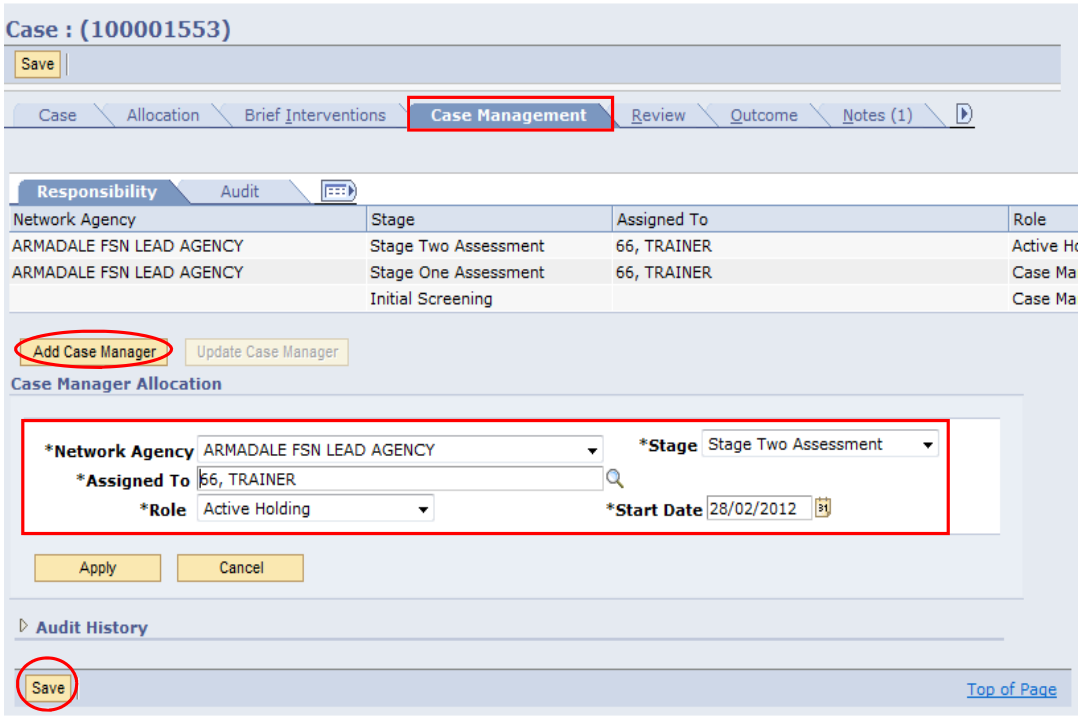
| **Overview** | This User Guide details how to place a case on active holding, and how to take a case off active holding. |

# Active Holding

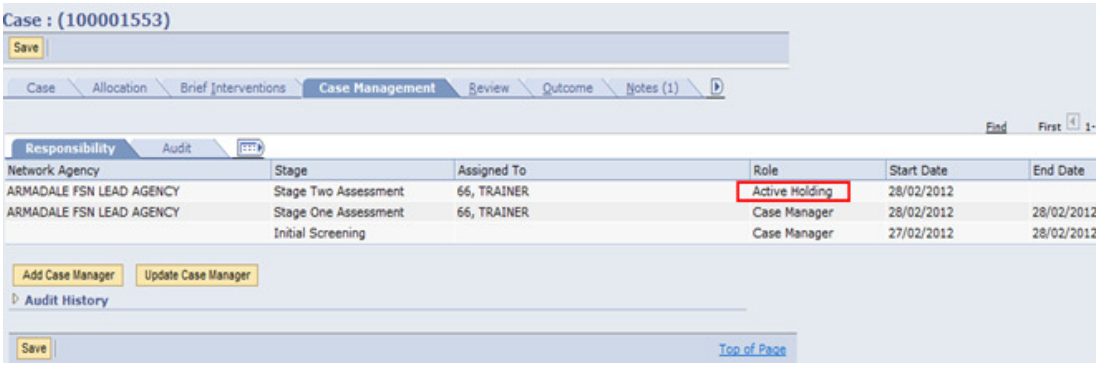
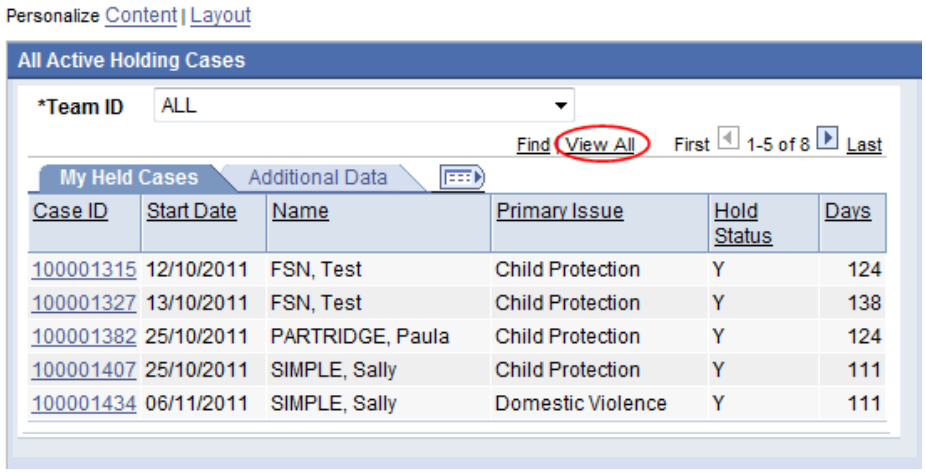
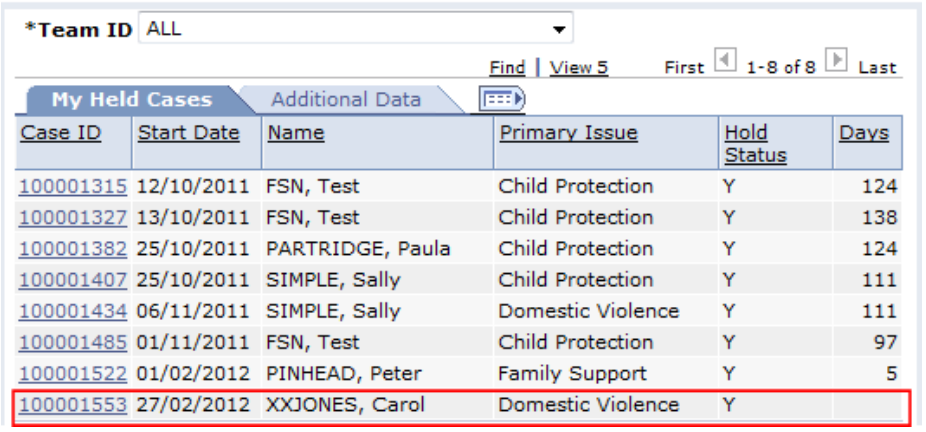
| Step | Action |
|---|---|
| 1. | **HOW TO PLACE A CASE ON ACTIVE HOLDING**<br><br>From the **Home Page**, open the **Search Cases** screen and **search** for the case.<br><br>• Select the **open case** from the search results by clicking on the **Case ID hyperlink** |



## Active Holding

| Step | Action |
|---|---|
| 2. | • Click on the **Case Management Tab**<br>• Click **Add Case Manager** button<br>Record the following:<br>• Network Agency<br>• Stage<br>• Assigned To<br>• Role: select **Active Holding**<br>• Start Date<br>• Click **SAVE** (Case now displays as on Active Holding)<br>  |

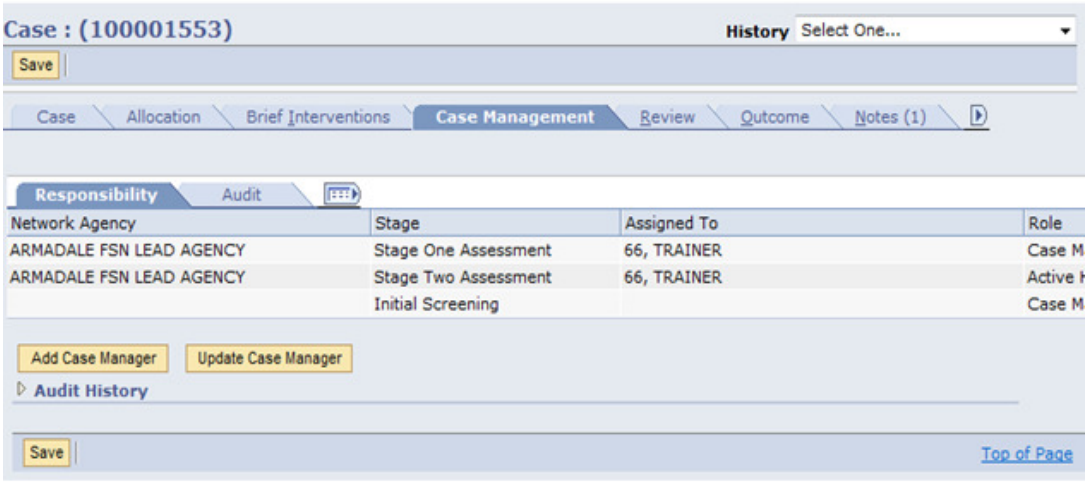
# Active Holding

| Step | Action |
|---|---|
| |  |
| 3. | Case will now display on the **Home Page** under **All Active Holding Cases**:<br>• Click on **View All** link to see all cases on active holding<br>  <br>  |





*Team ID
ALL
Find | View 5
First
1-8 of 8
Last
My Held Cases
Additional Data
Case ID
Start Date
Name
Primary Issue
Hold Status
Days
100001315 12/10/2011 FSN, Test Child Protection Y 124
100001327 13/10/2011 FSN, Test Child Protection Y 138
100001382 25/10/2011 PARTRIDGE, Paula Child Protection Y 124
100001407 25/10/2011 SIMPLE, Sally Child Protection Y 111
100001434 06/11/2011 SIMPLE, Sally Domestic Violence Y 111
100001485 01/11/2011 FSN, Test Child Protection Y 97
100001522 01/02/2012 PINHEAD, Peter Family Support Y 5
100001553 27/02/2012 XXJONES, Carol Domestic Violence Y

| Active Holding | |
|---|---|
| **Step** | **Action** |
| 4. | **HOW TO TAKE A CASE OFF ACTIVE HOLDING**<br><br>Open the case from the **My Held Cases** by clicking on the **Case ID hyperlink**<br><br>• Click on the **Case Management** tab<br><br>• Click on **Add Case Manager** button<br><br>  <br><br><br>**Record the following:**<br><br>• Network Agency<br><br>• Stage<br><br>• Assigned To<br><br>• Role<br><br>• Start Date<br><br>• Click **APPLY** |

# Active Holding

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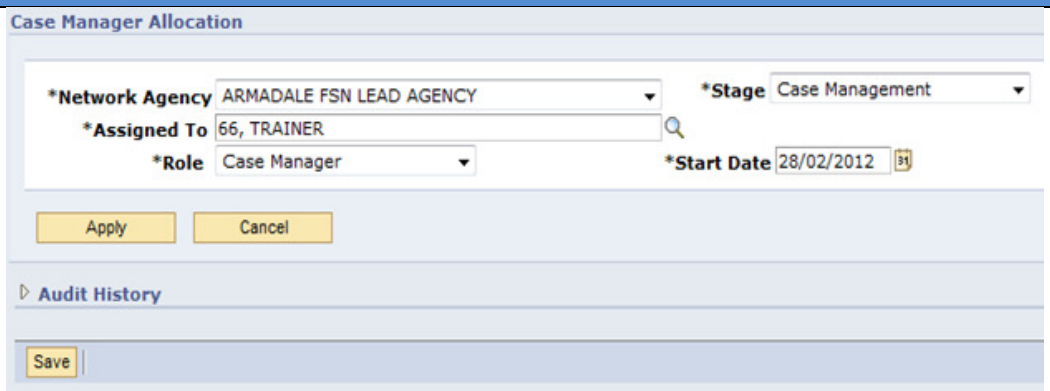
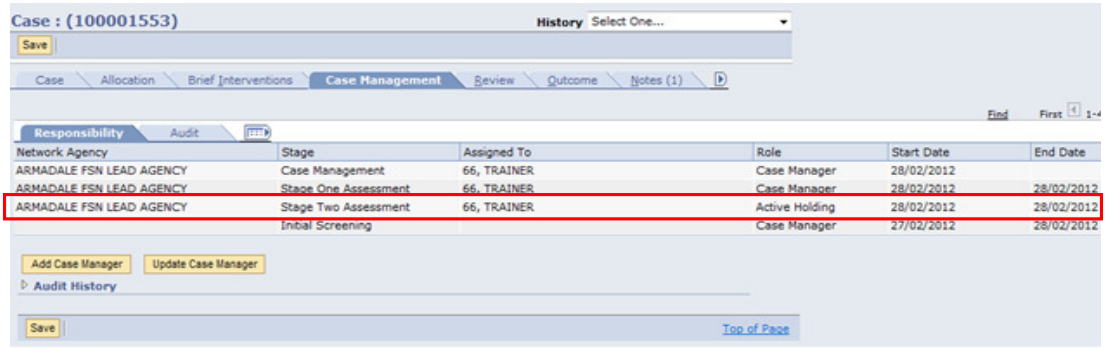
| |  <br>On the Case Management tab the Active holding entry now displays as end dated<br>  |